

**THE WOODLANDS TOWNSHIP
BOARD OF DIRECTORS
REGULAR BOARD MEETING
JULY 28, 2010
MINUTES**

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on July 28, 2010, posted to begin at 6:00 p.m. The meeting was held at the Emergency Training Center, 16135 IH 45 South, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Chairman Bruce Tough, Vice Chairman Lloyd Matthews, Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell, and Director Peggy Hausman

DIRECTORS ABSENT: None

STAFF/ADVISORS: Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations

CALL TO ORDER:

Chairman Tough called the meeting to order at 6:00 p.m.

CONSIDER AND ACT UPON ADOPTION OF MEETING AGENDA:

Chairman Tough called for a motion and second to adopt the meeting agenda.

MOTION: Motion by Vice Chairman Matthews; second by Secretary Hunter

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

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Nays: None
Absent: None

ACTION: Motion passed unanimously.

RECOGNIZE PUBLIC OFFICIALS:

None

PUBLIC COMMENT:

There was no public comment.

RECEIVE AND CONSIDER THE LAW ENFORCEMENT REPORT FROM CAPTAIN EASON WITH THE MONTGOMERY COUNTY SHERIFF'S OFFICE:

Captain Eason reported on the number of open positions; hosting an Oral Board for Master Sergeants on Thursday, July 29, 2010; provided statistical data; announced that the Grogan's Mill Emergency Operation Center and Public Safety Center are almost operational; informed the Board that Brice Herring will be honored by Mothers Against Drunk Drivers (MADD) on Friday, July 30, 2010.

RECEIVE AND CONSIDER REPORTS FROM VILLAGE ASSOCIATION REPRESENTATIVES:

Reports were provided by the following Village Association (VA) representatives:

Grogan's Mill VA-Bruce Cunningham reported that the Farmers' Market was a huge success and that the next Farmers' Market will open in October 2010.

Cochran's Crossing VA-No report

Panther Creek VA-No report

Indian Springs VA-Lloyd Matthews informed the Board that Indian Springs VA received an award for its 4th of July float entry.

Alden Bridge VA-Steve Leakey reported that Sergeant Jenkins provided a report on law enforcement; John Raybon gave a report on community services; village participated in 4th of July parade; passed and approved by-laws; approved 2010-2011 business plan; submitted a letter to the Township Board with requests for consideration during the budget process

College Park VA-No report

Creekside Park VA-No report

Sterling Ridge VA-No report

A copy of the Village Association Representatives Sign In Sheet is attached hereto as Exhibit "A".

CONSIDER AND ACT UPON THE CONSENT AGENDA:

(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)

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CONSENT AGENDA ITEMS:

- (a) Approve the June 17, 2010 regular Workshop meeting minutes, June 23, 2010 special Board of Directors meeting minutes, and June 23, 2010 regular Board of Directors meeting minutes, with corrections;
- (b) Accept conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Restricted Open Space Reserve "A" out of The Woodlands, Village of Creekside Park West, Section 1, also known as Timarron Park, and authorize the President/General Manager to execute the special warranty deed;
- (c) Approve the addition to the Park and Pathway Maintenance Agreement with Houston Grotech Services for Timarron Park;
- (d) Accept the conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Grogan's Forest Section 11, Restricted Open Space Reserve "B" and authorize the President/General Manager to execute the special warranty deed;
- (e) Accept the conveyance by special warranty deed from The Woodlands Land Development Company, L.P. of Restricted Open Space Reserve "B", out of the Village of Creekside Park, Section 2 and authorize the President/General Manager to execute the special warranty deed;
- (f) Appoint the position of Director of Fiscal Services to serve on the Employee Retirement Plan Committee and remove the positions of Financial Services Manager and Financial Reporting Manager;
- (g) Authorize the acquisition of seven (7) Chevrolet Tahoe vehicles for patrol purposes from existing budgeted funds and authorize staff to provide advance funding to Montgomery County in the amount of \$49,000;
- (h) Approve annexation to The Woodlands Township and the The Woodlands Township Economic Development Zone of five (5) of seven (7) small parcels of land described in the First Amendment to the Regional Participation Agreement with the City of Houston;
- (i) Award bid to *All Service Striping* for sign cleaning and sealing services and authorize the President/General Manager to execute a contract for the services;
- (j) Authorize the use of available escrow fund balances as established by Article 15 of the Convention Center Lease Agreement to be used for a renovation of the Convention Center facility in accordance with a letter dated July 15, 2010, from Fred Domenick, representing the lessee

Chairman Tough called for a motion and second to adopt the Consent Agenda.

MOTION: Motion by Director Campbell; second by Secretary Hunter

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Absent: None

ACTION: Motion passed unanimously.

Executive Summaries and supporting materials for Consent Agenda items are attached hereto collectively as Exhibit "B".

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BRIEFINGS:

None

REGULAR AGENDA:

Consider and act upon the Financial Report;

Monique Sharp presented the Financial Report and referred the Directors to handout material containing the General Purpose Financial Statements as of and for the six months ended June 30, 2010. After a review of the Combined Financial Statements and Monthly Investment Report, a report on the General Fund Budget vs. Actual was presented. Ms. Sharp then reported on the Township's sales tax collections, hotel occupancy tax collections, and property tax collections. Following Ms. Sharp's presentation, Chairman Tough called for a motion and second to approve the Financial Report.

MOTION: Motion by Secretary Hunter; second by Director Campbell

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Absent: None

ACTION: Motion passed unanimously.

The Financial Report is attached hereto as Exhibit "C".

Consider and act upon approval of contracts with Willis of Texas for property, liability and workman's compensation insurance;

Monique Sharp provided a summary of this item as outlined in the Executive Summary attached hereto. Following Ms. Sharp's presentation, Chairman Tough called for a motion and second to authorize the President/General Manager to execute property and liability contracts with Willis HRH and the specified carriers in the total amount of \$747,285.

MOTION: Motion by Director Blair; second by Director Campbell

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell

Nays: Director Hausman

Absent: None

ACTION: Motion passed.

The Executive Summary is attached hereto as Exhibit "D".

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Consider and act upon changes to garbage collection service for Hillock Woods in the Grogan's Point neighborhood and approve a Memorandum of Understanding in connection therewith;

Don Norrell presented this item as summarized in the Executive Summary attached hereto. Following Mr. Norrell's presentation, Chairman Tough called for a motion and second to approve the changes to garbage collection service for Hillock Woods and authorize the Chairman to sign a Memorandum of Understanding with Montgomery County WC&ID#1, in connection therewith.

MOTION: Motion by Director Blair; second by Vice Chairman Matthews

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Absent: None

ACTION: Motion passed unanimously.

The Executive Summary for this item is attached hereto as Exhibit "E".

Consider and act upon a request made by Directors in regards to altering the Thursday work session date and/or time;

Directors were given an opportunity to discuss this item. The following motions were made:

MOTION: Secretary Hunter moved to change the third Thursday work session date to the third Wednesday of the month at 9:00 a.m.; second by Director Campbell. Vice Chairman Matthews then offered a friendly amendment to keep the work session meeting on the third Thursday of the month but change the meeting time to 8:00 a.m. Secretary Hunter did not accept the friendly amendment. Following discussion, the vote on the original motion was as follows:

VOTE: **Ayes:** Secretary Hunter
 Director Campbell
 Director Hausman
 Nays: Chairman Tough
 Vice Chairman Matthews
 Treasurer Robb
 Director Blair

Absent: None

ACTION: Motion failed.

MOTION: Secretary Hunter then moved to change the Thursday work session time from 9:00 a.m. to 7:00 a.m.; Director Campbell offered a friendly amendment to change the time to 7:30 a.m. Secretary Hunter accepted the friendly amendment; Director Campbell seconded the motion. Following discussion, the vote on the amended motion was as follows:

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell

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Director Hausman
Nays: None
Absent: None

ACTION: Motion passed unanimously.

CLOSED MEETING (if applicable)

Recess at 6:48 p.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;

Reconvene at 7:09 p.m. in Public Session;

Chairman Tough announced that it would be necessary to take action at this time on certain matters.

Consider and act upon a pay plan adjustment for a position reclassification;

Chairman Tough called for a motion and second to approve a pay plan adjustment for a position reclassification.

MOTION: Motion by Secretary Hunter; second by Treasurer Robb

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews
 Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman

Nays: None

Absent: None

ACTION: Motion passed unanimously.

DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:

Consideration of items to be placed on the agenda for next month's meeting;

None

Board announcements;

Chairman Tough asked Board officers to remain following the meeting to sign approved documents.

Adjourn

As there was no further business to discuss, Chairman Tough called for a motion and second to adjourn the meeting at 7:11 p.m.

MOTION: Motion by Treasurer Robb; second by Vice Chairman Matthews

VOTE: **Ayes:** Chairman Tough
 Vice Chairman Matthews

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Secretary Hunter
Treasurer Robb
Director Blair
Director Campbell
Director Hausman

Nays: None

Absent: None

ACTION: Motion passed unanimously.

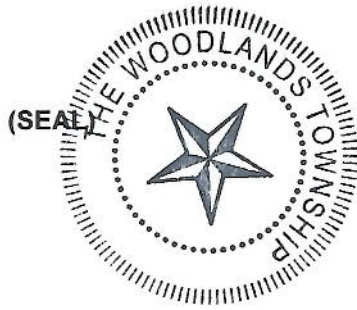

Claude Hunter
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

EXHIBIT "C"

EXHIBIT "D"

EXHIBIT "E"

***To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**

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